

Board of Selectmen
August 6, 2014
Minutes

Members present: William Elovirta, Jeanne Pryor
Angela Hilton-absent

Others Present: Ed Gibson, Nina Weiler, Colleen O'Connor, Jeanne Morano, Julia Maynard, Judy Cote, Holly Chaffee, Carl Rosenstein

7:00 PM Bill called the meeting to order. He advised that the meeting is being held in accordance with the Open Meeting Law and Guidelines for Board of Selectmen Meetings.

Bill asked if anyone was recording the meeting. The Board of Selectmen is recording the meeting.

The Board and members of the audience recited the Pledge of Allegiance.

Jeanne motioned to approve the Board of Selectmen minutes of July 2, 2014, July 9, 2014 and July 15, 2014, Bill seconded. Motion passed.

Ed advised that Heather Anello of the Becket General Store wanted the one-day license for the "Music in the Garden" event in her name since she would be supplying the alcohol and since the town does not currently have any rules and regulations regarding one-day licenses the Board could change the license holder from Canterbury Farms to Becket General Store. Jeanne motioned to approve the request from Heather Anello/Becket General Store for a one-day liquor license for the "Music in the Garden" event on August 10, 2014 from 12:00 noon to 8:00 p.m. at Canterbury Farms as we currently do not have any rules and regulations for one-day liquor licenses, Bill seconded. Motion passed.

Ed advised that when Canterbury Farms requested a one-day liquor license for a wedding they were having on August 9, 2014 they gave us the incorrect hours for this license. Jeanne motioned to approve the request from Canterbury Farms for a one-day liquor license for a wedding on August 9, 2014 from 3:00 p.m. to 11:00 p.m., Bill seconded. Motion passed.

The Board discussed the nursing contract. Ed advised that since there is no benchmark for comparison, he is recommending Porchlight VNA. We have not received any complaints about their service to the town. He is also recommending that there be some amendments to the contract. The first thing would be to request a quarterly report of the activities performed in Becket. The second thing would be to request a 12 month contract starting on August 1, 2014 and ending July 31, 2015 or an 11 month contract starting on August 1, 2014 and ending on June 30, 2015 and prorate the contract price. Holly Chaffee, the president of Porchlight VNA, advised that they have been working in Becket for the month of July and Ed asked that they send a separate invoice for this month. Bill stated that he thought the contract should coincide with the fiscal year. Bill motioned to approve the agreement of Provision of Nursing Service by the Lee Regional Visiting Nurse Association, Inc. d/b/a Porchlight VNA to the Board of Health of the Town of Becket for the period August 1, 2014 through June 30, 2015 at the prorated sum of \$4,547.81, Jeanne seconded. Motion passed.

The Board looked over the Automatic Amusement Devices Policy with all of the changes voted on at the last meeting. Jeanne motioned to approve the Automatic Amusement Device License Regulations per the changes the Board made to it, Bill seconded. Motion passed.

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The Board reviewed the Drug and Alcohol Testing Policy Draft. Jeanne stated that under definitions, the last bulleted item did not read properly. It was decided that the word "including" should be inserted before "any vehicle requiring a Hoisting Engineers license" and the bulleted item which reads "Hoisting hydraulic license" should be removed. Jeanne motioned to approve the Drug and Alcohol Testing Policy with the minor changes made today, Bill seconded. Motion passed.

The Board reviewed the Drug and Alcohol Free Workplace Policy. Jeanne motioned to approve the Drug and Alcohol Free Workplace Policy, Bill seconded. Motion passed.

The Board reviewed the Accident/Towing Reporting Policy that Ed has been working on. Jeanne had suggested some changes and the Board was fine with these changes. The Board will approve the policy once the changes have been made to the policy.

The Board discussed awarding bids in the case of a tie. Ed looked to see if the town ever voted to adopt a policy for this and did not find anything. Although this does not happen very often, Ed thought the town should have a policy regarding this. Ed advised that there are a couple of ways to handle a tie the first one being the bid that was received and hand stamped with the earliest date and time would be the one to win and the second would be the town would do a coin toss with both parties present which is what is recommended by the Attorney General's Office. Ed will draft a policy for the next meeting.

The Board reviewed the FY15 Authorized Pay Rates. Ed advised that all of the pay rates except for two positions reflect the 2% increase that the Board and Finance Committee recommended. He advised that one of the Transfer Station laborers originally started working at the transfer station under the Senior Work-Off Program and was paid \$10 an hour. The laborer no longer works under the Senior Work-Off Program and it is Chris Bouchard's recommendation that he gets paid the market rate. The other position that was increased was the Clerk of Committees. Ed advised that last year Jeanne had asked him to look to see what the market rate was for this position and he came up with the rate for this position. He also advised that the auditors recommend that the Board authorize the pay rates every year so there are no discrepancies. Jeanne motioned to approve the FY15 Authorized Pay Rates including the two highlighted pay rates, Bill seconded. Motion passed.

The Board reviewed the monthly reports of the Fire Department, Building Inspector and Highway Department.

Board of Selectmen's Comments and Announcements: The Board would like a letter of thanks sent to Purr McEwen for her service on the Conservation Commission. They would also like something posted on the town's website that the Board is looking to appoint someone to the Conservation Commission.

Bill is concerned that there have been some cases lately of vehicle damage that would not have occurred if the employees were paying more attention to what they were doing. He feels that employees should be more diligent when working with town owned equipment. Ed suggested that there should be an Incident Review Board that could look at each incident to see if it was an accident or something else.

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Town Administrator's report: Ed advised that the town received official notification that our application for the Rural Development Grant in the amount of \$30,000.00 for Special Evaluation Assistance to perform a Public Water Supply Master Plan Feasibility Study has been approved. Tighe and Bond will be commencing with the work for the feasibility study shortly.

Ed advised that Dave Shorey has replaced the roof shingles of the out buildings at the Transfer Station. He will be replacing some of the texture one eleven which has rotted and then will be staining those three buildings.

Ed advised that a pre-filtering system to remove dirt and sediment prior to the chlorination system will be added at the Mullen House/Becket Arts Center.

Ed advised that the site visit for the Bonny Rigg Hill Road culvert grant project on Friday, July 25, 2014 went well. We now await hearing if they have any follow-up questions for us. He also advised that the request for quotes for the new grader is out under the provisions of State Procurement Contract DCR 461. The quotes will be back to be opened and to be awarded at the August 20th meeting of the Board of Selectmen. He also advised that the Invitation to Bid is out for the Wade Inn Road rehabilitation project and will be back to be opened and awarded at the Board of Selectmen meeting on September 3rd.

Ed advised that the Zero Turn mower contract was awarded to the lowest qualified vendor and has arrived and is being used to cut lawns and fields of town owned properties.

Ed advised that Jeanne Pryor has been elected as an Alternate Representative to the Berkshire Metropolitan Planning Organization to represent the Towns of Becket, Lee, Lenox, Monterey, New Marlborough, Otis, Sandisfield, Tyringham, and Washington. This is the body which organizes the TIP (Transportation Improvement Plan) funding for Berkshire County for the next three years.

Ed advised that the Board of Selectmen will need a working meeting to decide on a date and call a Special Town Meeting in September.

Ed advised that he would be attending the Finance Committee Meeting on August 7th. He would also be attending a meeting of Berkshire Managers Association Tuesday, August 12th in Adams.

Public Input: Carl Rosenstein addressed the Board concerning the chemical treatment that was done at Buckley Dunton Lake. He stated that there are many questions that need to be answered about this. He is requesting that he get a copy of the recording of the Conservation Commission meetings when they were dealing with this issue. Ed advised that he would need to request this information from the Conservation Commission. Mr. Rosenstein does not believe that all of the abutters were notified about this treatment. He also explained that he is trying to find out who the Buckley Dunton Trust is. It was explained to him that the Conservation Commission would not need to know that since it was the Department of Conservation and Recreation who applied for the permit. Bill advised that the Conservation Commission did what they were required to do and if he wants a broader abutters list then the town would need to have a bylaw that increases the area of abutters. Bill advised that they could not do anything now because the lake was already treated.

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Any other business: Ed asked the Board if they wanted to have a working meeting on Monday or Friday next week. Jeanne advised that she would be away August 10th through the 13th but could come on August 15th. The Board will have a working meeting at 9:30 on August 15th.

Jeanne advised that the town does not have an alternate on the WiredWest committee. The Board would like the WiredWest alternate position put on the town's website.

The Board signed the warrant for the State Primary that will be held on September 9, 2014. Jeanne would like the Voter Registration Session publicized so people know about it.

The Board would like to continue posting their meetings on the 2015 Community Birthday Calendar.

Ed gave the Board the Employee Handbook with the amendments he made regarding bi-weekly payroll and timesheets. The other amendments were done because we now have a drug and alcohol testing policy and a drug and alcohol free workplace policy and the Employee Handbook now reflects that.

Reviewed correspondence.

8:45 PM Bill motioned to adjourn, Jeanne seconded. Motion passed.

Reviewed payroll/expense warrants.

Respectfully submitted,
Nina Weiler, Secretary


William H. Elovirta, Chairman

Documents discussed at meeting:

- Agreement of Provision of Nursing Services by the LVNA d/b/a Porchlight VNA
- Automatic Amusement Devices Policy
- Alcohol and Drug Policy
- Drug Free Workplace Policy
- Accident and Towing Policy Draft
- FY 2015 Pay Rates
- Monthly reports of the Fire Department, Building Inspector and Highway Department